

August 13, 2015

Requirements for the Administrator of Special Education Certificate (030)

**You will be eligible for a conditional certificate as a Special Education Administrator in Maine upon completion of:**

- (1) Section A.;**
- (2) Section B.;**
- (3) At least 5 areas in Section C. Part I including areas 1. and 2.;**  
**OR Section C. Part II.**

**You will be issued a five-year professional certificate once you complete Section A, Section B, and Section C Part I or Part II and Section D.**

<b>NOTE: The number in ( ) indicates the number of semester hours required.</b>
<b>Section A:</b>
1. A minimum of three years of satisfactory special education teaching experience in a special education program or a minimum of three years of equivalent experience in providing supportive services to special education students
2. Hold a bachelor's degree from an accredited institution or master's degree from an accredited institution in special education or a special education supportive service; OR Completed a minimum of 36 semester hours in special education and hold a valid Maine endorsement 282 teacher of children with disabilities.
3. Master's degree from an accredited institution
4. Criminal history record check approval – based on fingerprints
<b>SECTION B:</b>
1. Federal and Maine civil rights and education laws (3)
2. Special education law (3)
<b>SECTION C: Part I</b>
1. School finance and budget
2. Supervision and evaluation of personnel
3. Organizational theory and planning
4. Community relations
5. Educational leadership
6. Instruction leadership
7. Curriculum development
8. Cultural differences
9. Ethical decision making
<b>SECTION C: Part II</b>
School Leader Licensure Assessment: Test 6011 Score 163
<b>SECTION D:</b>
Teaching exceptional students in the regular classroom (3) *** <b>(You will need to meet this requirement at the expiration of your first five-year certificate.)</b>

<b>SECTION E:</b>
<b>Approved internship for an administrator of special education</b>
1. Completion of a graduate level state-approved administrator of special education internship program for a minimum of fifteen weeks
2. Completion of one school year as a certified assistant administrator of special education or administrator of special education out-of-state
3. Completion of a mentorship plan for administrator of special education approved by the Maine certification office, with duration of the plan being a minimum of one academic school year.

**If this requirements list is more than two years old, please contact the certification office, as the requirements may have changed.**

Fingerprint schedule on web site [www.identogo.com](http://www.identogo.com)

Register at [www.ets.org/praxis/me/requirements](http://www.ets.org/praxis/me/requirements).

Applicants for an administrator certificate may meet a passing score on either SLLA Test Code 1010 or SLLA Test Code 1011 until 8-31-14. As of 9-1-14, all applicants must meet a passing score on test 1011/6011.

\*\*\*These credits may be earned through coursework or through completion of an approved in-service program taken since July 1975 and approved by the Maine Department of Education's Certification Office. This requirement may not be met through experience.

Courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. Required semester hours shall consist of non-duplicative coursework: examples: only one English Composition course or only one Algebra I course.

Section C. may be met through submission of a portfolio. The portfolio may contain evidence of professional development activities or experience. Please ask for portfolio guidelines if you are interested in this option. (The cost of review of a portfolio is \$300, in addition to the cost of the application for certification.) Review of a portfolio does not guarantee acceptance toward requirements.